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CONSTITUTION AND BY-LAWS

AMERICAN WATER WORKS ASSOCIATION

22 E. 40th St., New York, N. Y.

CONSTITUTION AND BY-LAWS
OF
THE AMERICAN WATER WORKS ASSOCIATION

(Adopted June 25, 1929, and with amendments to September 1, 1935)

CONSTITUTION

ARTICLE I

NAME

The name of this Association shall be—The American Water Works Association.

(Constitution)

ARTICLE II

The object of this Association shall be the advancement of knowledge of the design, construction, operation and management of water works, and its membership shall consist of persons interested in such matters, having such qualifications and classifications as shall be from time to time prescribed in the By-Laws.

(Constitution)

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. The Governing Body of the Association shall be a Board of Directors, hereinafter called the Board.

SECTION 2. The Board shall consist of:

- a. The President of the Association.
- b. The Vice-President of the Association.
- c. The Treasurer of the Association.
- d. One Director to be elected by each Section of the Association.
- e. Three Directors to be elected by the Members of the Water Works Manufacturers Association.
- f. The latest living Past President of the Association.
- g. The Chairman of the Committee on Water Works Practice.
- h. The Chairman of the Publication Committee.

SECTION 3. The terms of Directors and Officers shall start at the beginning of the last day of the annual convention at which they are elected, and shall terminate at the beginning of the last day of the annual convention at the expiration of their terms.

SECTION 4. The President of the Association, the Vice-President of the Association and the Directors elected by the Sections of the Association and by the Water Works Manufacturers Association will not be eligible for reelection for consecutive terms.

SECTION 5. The Officers of the Association shall be the Officers of the Board.

SECTION 6. The functions of the Board shall include the following:

- a. Establishing policies for the Association, and for the Executive Committee, and for the Officers.
- b. Providing for the general administration of the affairs and property of the Association.
- c. Fixing the time and place of the annual and other conventions of the Association as provided in the By-Laws.
- d. Preparing and enforcing for the conduct of the business of the Association, By-Laws not in conflict with this Constitution, and amending the same.

SECTION 7. A quorum of the Board shall consist of a majority of its members.

SECTION 8. Regular meetings of the Board shall be held during the annual convention of the Association, on such days as may be decided by the Board. Other meetings may be held at the direction of the President, or at the request, in writing, of five members of the Board, and on such notice as shall be provided in the By-Laws.

(Constitution)

ARTICLE IV

NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. There shall be a meeting of the Board held in January of each year at which a Nominating Committee consisting of the Directors representing the various Sections of the Association shall meet under the Chairmanship of the President, and shall nominate one, and may nominate two candidates for each of the offices of President, Vice-President, and Treasurer, provided that any candidate so nominated shall be an Active Member of the Association, and shall have been a member of the Executive Committee prior to the adoption of the present Constitution and By-Laws, or a member of

the Board of Directors since its adoption, and shall signify willingness to accept the nomination. This Committee shall report its list of nominees to the Board before the close of its January meeting, and the list shall then be mailed to the membership before February first of that year.

At any time prior to noon on the first day of March of each year additional nominations may be made by request to the Secretary, signed by at least twenty-five Active Members, and upon receipt of such request, the Secretary shall, after acceptance of the nomination by the candidates, add such names to the ballot prepared by him. The nominees of the Nominating Committee shall be so designated on the ballot for each office, and the names of all nominees shall be arranged in alphabetical order.

When more than one name is nominated for either office, the election shall be by letter ballot. Each Active Member shall be entitled to vote for one candidate for the office of President, one candidate for the office of Vice-President, and one candidate for the office of Treasurer. The ballot shall be prepared by the Secretary and mailed to each Active Member of the Association prior to April first in each year, and shall state the name and residence of each candidate.

The ballot shall be sealed separately in a special ballot envelope, and the latter shall be enclosed in a larger envelope, and mailed to the Secretary. The signature of the member voting shall appear on the outer envelope.

When a letter ballot is necessary, the Secretary together with two or more Tellers appointed by the President shall meet at a time and place directed by the President, and shall open and count all ballots cast by persons entitled to vote. No ballot shall be counted if received later than noon of the seventh day previous to the beginning of the annual convention of the Association. When only one candidate is placed in nomination for each office to be filled, the report of the Nominating Committee shall be considered as an election.

The report of the Tellers for the election of the incoming President, Vice-President, and Treasurer shall be declared by the President at the annual convention on certificates of the Tellers. The candidates who shall have received the highest number of votes cast for the several offices shall be declared elected. If there be a tie vote the President shall order a ballot to be taken at the annual convention to decide which of the candidates who have received the same number of ballots shall be chosen.

The terms of the Officers so elected shall be for one year beginning with the last day of the annual convention at which they are elected to the beginning of the last day of the next annual convention, or until their successors shall have been chosen.

In case of a vacancy in the office of President, the Vice-President shall act in his place for the unexpired term. In case the Vice-President cannot act, the latest living Past President shall do so.

In the case of a vacancy in the office of Treasurer, the Executive Committee shall appoint an Active Member to fill the office for the unexpired term.

SECTION 2. One Director to represent each Local Section shall be nominated and elected by the members of the Section at an annual Section meeting, and in the same manner as the Presiding Officer of that Section is elected. The manner of such election shall receive the approval of the Board. The Director so elected shall be an Active Member and shall reside in the territory of the Section at the time of his election. Should he cease to reside in the territory of the Section before his term of office is ended, it shall be within the power of the Section to replace him.

The term of each Director so elected shall be for three years beginning with the last day of the annual convention immediately following his election, except that when a new Local Section is constituted, the initial term of the Director representing such Section shall be determined by the Board.

In the case of the retiring, from any cause, of a Director representing a Section, before his term is completed, the governing body of the Section shall designate his successor, who shall serve for the unexpired portion of the term.

SECTION 3. Three Directors shall be nominated and elected by the Water Works Manufacturers Association. The term of each Director shall be for three years beginning with the last day of the annual convention immediately following his election, except as stated below:

The present Director representing the Water Works Manufacturers Association shall continue in office until the last day of the 1936 annual convention.

One Director shall be elected to hold office until the last day of the 1937 annual convention.

One Director shall be elected to hold office until the last day of the 1938 annual convention.

These Directors shall take office immediately following their election.

In the case of the retiring, from any cause, of a Director representing the Water Works Manufacturers Association, before his term is completed, the governing body of the Water Works Manufacturers Association shall designate his successor, who shall serve for the unexpired portion of the term.

(Constitution)

ARTICLE V

The Executive Committee and Officers as constituted under the previous Constitution shall remain in office, and continue to direct the affairs of the Association until the end of the annual convention in 1930.

The nominations and elections as laid down in the Constitution and By-Laws, accepted by the Association at its annual convention in 1929, shall proceed prior to the annual convention in 1930, and the successful candidates shall take office at the close of the latter convention.

Except as mentioned above the Constitution shall take effect at the end of the annual convention in 1929.

(Constitution)

ARTICLE VI

AMENDMENTS

Proposals to amend this Constitution shall be submitted in writing to the Board, signed by at least ten Active Members of the Association.

The Board shall consider the proposals and the proposers shall be notified of the Board's opinion in regard thereto not later than the first day of March.

The proposers may then withdraw their proposals, accept any change suggested, or insist on the original form, sending their decision to the Secretary not later than the first day of April.

The proposals, as accepted by the proposers, shall be mailed to the Active Members not less than twenty-one days before the annual convention.

Proposals to amend this Constitution may also be made by the Board and shall be mailed to the Active Members not less than twenty-one days before the annual convention.

All proposals shall be submitted for discussion at the annual convention.

The Active Members there present may propose an amendment or amendments thereto, and all proposals together with any such amendment or amendments shall be printed on a letter ballot to be submitted to the Active membership.

The Secretary shall issue the letter ballot not later than two months after the annual convention.

On the written request of three or more members the letter ballot shall be accompanied by a statement giving reasons for and against the proposal edited by a Committee appointed by the Board, consisting of an equal number of members favoring and members opposing the proposal.

The letter ballot shall be returnable to the Secretary not later than three months after the annual convention. Three Tellers appointed by the Board shall forthwith count the ballots and report the result to the Board.

An affirmative two-thirds vote of all valid ballots shall be necessary for the amendment or repeal of any part of the Constitution.

The amendments as passed shall take effect at the beginning of the next calendar year except that changes affecting the tenure of office of an Officer of the Association shall not take effect until the next annual convention.

ARTICLE VI

AMENDMENTS

Proposals to amend this Constitution shall be submitted in writing to the Board, signed by at least ten Active Members of the Association.

The Board shall consider the proposals and the proposals shall be referred to the Board's opinion in regard thereto not later than the first day of March.

The proposals may then withdraw their proposals, except any change suggested, or insist on the original form, sending their decision to the Secretary not later than the first day of April.

The proposals, as accepted by the proposals, shall be mailed to the Active Members not less than twenty-one days before the annual convention.

Proposals to amend this Constitution may also be made by the Board and shall be mailed to the Active Members not less than twenty-one days before the annual convention.

BY-LAWS

ARTICLE I

MEMBERSHIP

SECTION 1. The membership of the Association shall consist of Honorary, Active, Corporate, Associate, Junior Members and Affiliates.

SECTION 2. An Honorary Member shall be one whose practical or scientific knowledge in matters relating to water supply, and whose accomplishments in that field of endeavor shall entitle him to special recognition by the Association. Honorary Members shall have the same privileges as Active Members but shall not be required to pay any dues for the support of the Association.

SECTION 3. An Active Member shall be a superintendent, a manager, an official or employee of a municipal or private water works; a civil, mechanical, hydraulic, or sanitary engineer, a chemist, a bacteriologist, or any qualified person engaged or interested in the advancement of knowledge relating to water supplies.

SECTION 4. A Corporate Member shall be a Water Board, Water Commission, Water Department, Water Company or Corporation, National, State or District Board of Health, or other body, corporation or organization engaged or interested in water supply work, and shall be entitled to one representative whose name shall appear on the roll of members and who shall have all the rights and privileges of an Active Member. This representative may be changed at the convenience and pleasure of the Corporate Member on written notice to the Secretary.

SECTION 5. An Associate Member shall be either a person, firm or corporation engaged in manufacturing or furnishing supplies for the operation, construction, or maintenance of water works.

SECTION 6. A Junior Member shall be an employee of a municipal or private water works; a civil, mechanical, hydraulic, or sanitary engineer, a chemist, a bacteriologist, a student or any otherwise qualified person engaged or interested in the advancement of knowledge relating to water supplies. At the time of his admission he shall be not less than eighteen years of age. His connection with the Association shall cease when he becomes twenty-five years of age, unless he is regularly enrolled as a student in a university or has previously transferred to the grade of Active Member. Junior Members shall receive the Journal and all privileges of Active membership except holding office and voting.

SECTION 7. An Affiliate shall be any person otherwise qualified for Active membership who, at the time of application, is not nor previously has been a member of the Association, and who, for acceptable reasons, does not wish to become an Active Member.

No corporation, firm or partnership which otherwise would be entitled to the grades of Associate or Corporate member may hold the grade of Affiliate. No employee of an Associate member may become an Affiliate. No person who is the Superintendent, the Manager, the Chief Engineer, the Superintendent of Filtration, the Chief Chemist or the Superintendent of Distribution in a plant having more than 3,000 active services, is eligible for the grade of Affiliate. Under unusual conditions, exception to the above may be made by action of the Executive Committee if the applicant sets forth fully the reasons for the exception when applying for the Affiliate grade.

Affiliates shall not be entitled to vote upon general association questions, and not eligible to hold office in the Association, nor in any of its Divisions. They shall be eligible to vote upon Section questions and to hold Section offices except those of Chairman, Vice-Chairman, Secretary (and/or Treasurer). They shall be entitled to all other rights and privileges of Active Members.

(By-Laws)

ARTICLE II

ADMISSION AND EXPULSION

SECTION 1. The Board, on its own initiative, or at the request of twenty-five members of the Association, may elect any qualified person an Honorary Member. This election shall take place at a regular meeting of the Board and shall be by ballot. Two negative ballots shall exclude.

Each Honorary Member shall receive an engrossed certificate of membership in that grade.

SECTION 2. Applications for Active, Corporate, Associate, or Junior membership and for the Affiliate grade shall be made on the blank forms provided by the Association. Each application shall embody a concise statement of the applicant's qualification for membership. All applications shall be forwarded to the Secretary who shall submit them to the Board.

An affirmative vote of a majority of the Board shall elect and the

applicant shall become a member when his annual dues shall have been paid.

Affiliates may transfer to the grade of Active Member by application therefor and upon approval of the Secretary.

SECTION 3. No member whose dues are in arrears for four months shall receive the publications of the Association until such arrears are paid. Members in arrears for one year shall be automatically dropped by the Secretary from the list of members.

SECTION 4. The Board may, for sufficient cause, temporarily or permanently excuse from the payment of annual dues, any member who from ill health, advanced age, or other good reason, is unable to pay such dues, and the Board may remit the whole or part of dues in arrears, or accept in lieu thereof desirable additions to the library or collections.

SECTION 5. A member who has been dropped for non payment of dues may be re-instated by the Board on payment of the arrears. He shall then be entitled to receive such back numbers of the publications of the Association as may have been withheld from him on account of non payment of dues, and are available for distribution.

SECTION 6. Any member of any grade may be expelled from membership in the Association, by a three-quarters vote of the Board, taken by letter ballot, provided such member has been given a written statement of the charges preferred, and has been accorded an opportunity of a hearing before the Board.

SECTION 7. Any member may retire from membership by giving written notice to the Secretary, provided that he is in good standing.

(By-Laws)

ARTICLE III

FEES AND DUES

SECTION 1. Each Active Member shall pay annual dues of ten dollars, provided that any Active Member in good standing who has paid dues continuously for thirty years shall be exempt from payment of further dues. No initiation fee shall be required from a member in good standing of an Affiliate Association or Society, who has been elected as an Active Member.

SECTION 2. Each Corporate Member shall pay annual dues of fifteen dollars.

SECTION 3. Each Associate Member shall pay annual dues of twenty-five dollars.

SECTION 4. Each Junior Member shall pay annual dues of five dollars.

SECTION 5. Each Affiliate shall pay annual dues of four dollars.

SECTION 6. The fiscal year of the Association shall begin on January first, and terminate on December thirty-first. Annual dues shall be payable in advance, and shall be due on January first in each year. It shall be the duty of the Secretary to notify each member on or before December thirty-first in each year of the amount due from said member for the ensuing year.

SECTION 7. Any newly elected member shall be entitled to all of the publications of the Association that are distributed to its members during the year, or that part of the year, for which he has paid dues.

Affiliates shall receive all publications to which the members are entitled except that they shall receive four issues only of the Journal per year.

(By-Laws)

ARTICLE IV

EXECUTIVE COMMITTEE

There shall be an Executive Committee of five members consisting of the President and four Directors. This Committee shall be chosen by the Board at its meeting at the annual convention.

The President of the Association shall act as Chairman of the Committee, or in his absence, the Committee shall choose a temporary Chairman from its members, and the Secretary of the Association shall act as its Secretary.

The duties of the Committee shall be to direct the administrative work of the Association and to carry out the policies of the Board between meetings of the latter.

A quorum of the Committee shall consist of three members.

(By-Laws)

ARTICLE V

DUTIES OF OFFICERS AND DIRECTORS

SECTION 1. The President shall have general supervision of the affairs of the Association, and shall preside at all conventions of the Association and meetings of the Board. In his absence he shall designate a Presiding Officer to act in his stead at such conventions or meetings. He shall be, ex-officio, a member of all Committees.

SECTION 2. The Vice-President shall assist the President in the performance of his duties, and act in his stead when required. He shall be, ex-officio, a member of all Committees.

SECTION 3. The Board of Directors shall be the legal representatives of the Association, and as such shall have full control of the Association in regular convention. It shall make the necessary arrangements for the conventions, and shall have power to expend the funds of the Association, or to invest the same, but must not incur indebtedness beyond the funds in the hands of the Treasurer and Secretary. It shall hold a meeting during the last day, and also a meeting at least one hour before the opening session of each annual convention. Other meetings shall be held at the call of the President, or of any five members of the Board. Notice of all meetings shall be issued by the Secretary at least ten days in advance of such meetings to all members of the Board.

At its meeting on the last day of the annual convention, the Board shall appoint a Secretary and an Editor which Officers shall serve until the close of the next annual convention, or until their successors shall have been appointed.

Except as otherwise provided in the Constitution and By-Laws, all questions before the Board shall be decided by a majority vote.

SECTION 4. The Treasurer shall have charge of the funds of the Association, and shall pay bills against the Association when certified by himself and the Secretary. He shall make a report of the expenditures and of the funds of the Association at the annual convention. He may, with the approval of the Board, establish a drawing account for the Secretary.

He shall be bonded at the expense of the Association, and to an amount to be determined by the Board.

He shall perform such other duties as may be assigned to him by the Board.

SECTION 5. The Secretary shall be an Active Member of the Association. It shall be his duty to attend all conventions and meetings of the Association, and of the Board, prepare the business and duly record the proceedings thereof. He shall see that all moneys due the Association are collected, and shall promptly deposit the same to the credit of the Association. He shall certify to all bills against the Association, and once each month he shall forward to each member of the Board, a financial summary of receipts and disbursements.

He shall, at the annual convention, make a report of the receipts and of the condition and affairs of the Association.

He shall have charge of the books and records of the Association and shall supervise the work of all employees.

The books of the Association shall be audited annually by Certified Public Accountants, to be appointed by the Board.

He shall be bonded at the expense of the Association, and to an amount to be determined by the Board.

He shall perform such other duties as shall be assigned to him by the Board.

SECTION 6. The Editor shall have charge of the printing and distribution to all the members of the Proceedings and Transactions of the Association, and shall perform such other duties as shall be assigned to him by the Board. He shall be, ex-officio, a member of the Publication Committee, and of the Committee on Water Works Practice.

(By-Laws)

ARTICLE VI

CONVENTIONS OF THE ASSOCIATION

The annual convention of the Association shall be held at a time and place to be selected by the Board. Additional conventions of the Association may be held at such times and places as may be selected by the Board. Meetings of the Sections shall be held as determined by the Constitutions of the Sections. All conventions and meetings shall be conducted according to "Roberts Rules of Order."

Each member and guest present at any of the conventions of the Association shall pay a registration fee of such amount as may be determined by the Board.

(By-Laws)

ARTICLE VII

SECTIONS AND DIVISIONS

SECTION 1. Local Sections may be established by the Board on receipt of a written request to that effect signed by twenty Active or Corporate Members of the Association residing in the territory

within which the Local Section is desired. The territory embraced by each Local Section shall be fixed by the Board.

SECTION 2. National Divisions consisting of superintendents, engineers, chemists, bacteriologists, and accountants or other classes of persons included in the membership of the Association may be established by the Board on the request of thirty members. Any member of the Association may register in any National Division of the Association in which he is interested.

SECTION 3. Such Local Sections and National Divisions which shall consist only of members of this Association in good standing shall elect their own Officers and Committees, and may make any rules for their government not inconsistent with the Constitution and By-Laws of the Association, but these rules must first be approved by the Board.

SECTION 4. Each Local Section as soon as established, and after its rules have been approved by the Board, may with its approval annually receive from the Treasurer of the Association for local use not more than twenty-five per cent of the annual dues paid to the Association by the members of the said Local Section as shown by the books of the Association on the first day of November of each year, unless the Board increases the amount allowed to any Local Section, the amount of such increase to be determined by the Board, and to be allowed only when in the judgment of the Board the work undertaken by that Local Section is such as to be of material benefit to the Association. Unless the Board increases the amount allowed the total money received by any Local Section for any one fiscal year shall not exceed the sum of \$300. Local Sections having small membership shall be entitled to receive from the Association \$100 in any one fiscal year, even though the allotted twenty-five per cent of the annual dues paid to the Association by the members of the said Local Section does not amount to \$100.

Each National Division when established and its rules and Constitution have been approved by the Board, may with the approval of the Board, annually receive from the Treasurer of the Association a sum not exceeding \$100 for Division expenses.

The Treasurer of each Local Section or National Division shall forward to the Secretary of the Association his application endorsed by the Presiding Officer of the Section or Division for such portions of the said sums above specified as may be needed and upon receipt of such application the Secretary shall authorize the Treasurer of the

Association to pay such sums to the Treasurer of the Section or Division. These moneys may be used by the Section or Division only in payment of necessary operating expenses.

At the end of each fiscal year the Treasurer of each Section and Division shall submit a certified copy of his accounts to the Secretary of the Association, the same being itemized and showing the balance on hand of funds received from the Association which will remain to the credit of such Section or Division until such Section or Division is dissolved or the Board shall otherwise order their return to the treasury of the Association.

SECTION 5. Any member of the Association who resides in a locality which is not included in the territory embraced by an existing Local Section, may upon written request to the Board be included in the membership of any Local Section. The Secretary of the Association shall notify the Secretary of the Local Section of the enrollment of the member.

Whenever a new Local Section is formed or an existing Local Section has its territory extended which will include in its territory the locality where such member resides, he shall automatically be included in the membership of such Local Section.

SECTION 6. Any Section or Division may be dissolved by the Board for reasons which it believes are good and sufficient.

(By-Laws)

ARTICLE VIII

PUBLICATIONS

All publications of the Association shall be issued under the direction of the Board and shall be copyrighted as far as is practicable and proper.

(By-Laws)

ARTICLE IX

COMMITTEES

SECTION 1. A Publication Committee shall be appointed by the Board of the annual convention of the Association. It shall consist of at least five members, at large, and its Chairman shall be ex-officio a member of the Board.

It shall have control of the publications of the Association, including the programs of its conventions and shall see that all publications and papers are edited before publication.

The Committee shall prepare rules which shall govern the preparation, presentation, acceptance, and publication of all papers and such other matters of a similar nature as the best interests of the Association may require.

SECTION 2. A Committee on Water Works Practice shall be appointed by the Board at the annual convention. It shall consist of at least five members, at large, and its Chairman shall be ex-officio a member of the Board.

Any resolution, report or publication which undertakes to establish in the name of the Association, or any of its Sections or Divisions, professional or technical standards, shall be submitted to this Committee, and it shall direct all such matters on behalf of the Association.

It shall give notice by publication to the membership of all such proposed standards and report its approval or disapproval of such to the Board.

It shall appoint such Sub-Committees as it may deem necessary to properly carry on its work.

SECTION 3. The Board shall appoint such other Committees as may be necessary to carry on the work of the Association.

(By-Laws)

ARTICLE X

The Board of Directors may amend these By-Laws in any manner not inconsistent with the Constitution by a two-thirds vote of those voting at any meeting of the Board or by sealed letter ballot, providing that a copy of such proposed amendment has been mailed by the Secretary to each member of the Board at least thirty days prior to such meeting or letter ballot.